

Apprenticeship and Industry Training

HAIRSTYLIST

Apprenticeship Course Outline

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Hairstylist

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Course Outline

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Apprenticeship and Industry Training System

Apprenticeship is post-secondary education with a difference. It helps ensure Alberta has a steady supply of highly skilled employees, the foundation of our economy's future health and competitiveness.

Apprentices in more than 50 trades and crafts spend between one and four years learning their trade - 80% of the time on the job under the supervision of a certified journeyman or qualified tradesperson. The balance of the program is technical training in the theory, skills and technologies of their trade.

To become certified journeymen apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board (the Board) and a network of local and provincial industry committees.

The graduate of the Hairstylist apprenticeship training is a journeyman who will be able to:

- haircutting
- chemical texturing, chemical relaxing
- hair colouring
- eyebrow and eyelash treatment
- facial services for hairstyling purposes (mustaches and beards)
- wigs and hair additions
- hair and scalp shampooing, treatments and massage
- wet to dry styling

Apprenticeship and Industry Training Committee Structure

While government supports Alberta's apprenticeship and industry training system, it is driven by industry, a term which includes both employers and employees. The Alberta Apprenticeship and Industry Training Board, with the support of Alberta Advanced Education, oversees the system. But the system relies on a network of industry committees. These committees include local and provincial apprenticeship committees (LACs and PACs) in the designated trades and occupational committees (OCs) in the designated occupations, as well as other committees such as provisional committees established before the designation of a new trade or occupation comes into effect. All these committees are composed of equal numbers of employers and employees. The network of industry committees is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the Board can set up a LAC. The Board appoints equal numbers of employees and employers for terms of up to three years. The committee appoints a member as presiding officer. Local Apprenticeship Committees:

- monitor the apprenticeship system, and the progress of apprentices in their trade, at the local level.
- help settle certain kinds of issues between apprentices and their employers.
- recommend improvements in apprenticeship training and certification to their trade's provincial apprenticeship committee.
- make recommendations to the Board regarding the appointment of members to their trade's PAC.

Provincial Apprenticeship Committees (PAC)

The Board establishes a PAC for each trade and, based on PAC recommendations, appoints a presiding officer and equal numbers of employees and employers for terms of up to three years. Most PACs have nine members. Provincial Apprenticeship Committees:

- identify the training needs and content for their trade.
- recommend to the Board the standards for training and certification for their trade.
- monitor the activities of local apprenticeship committees in their trade.
- make recommendations to the Board about the designation of trades and occupations.
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in the trade.
- may participate in resolving any apprenticeship-related disputes between employers and employees.

Trade Name PAC Members

| | | |
|-------------------|----------------|-------------------|
| Ms. Piechotta | Calgary | Presiding Officer |
| Ms. Bula | Edmonton | Employer |
| Ms. Chartrand | St. Albert | Employer |
| Ms. Chase | Vermilion | Employer |
| Mr. Vanden Dungen | Lethbridge | Employer |
| Ms. Waayenberg | Grande Prairie | Employer |
| Ms. Hannah | Red Deer | Employer |
| Ms. Bowman | Calgary | Employee |
| Ms. Hobal | Calgary | Employee |
| Ms. Prosser | Edmonton | Employee |
| Mr. Ramsay | Edmonton | Employee |
| Ms. Schneidmiller | Red Deer | Employee |

The Alberta Apprenticeship and Industry Training Board (Board)

The mandate of the Alberta Apprenticeship and Industry Training Board relates to the standards and requirements for training and certification in programs under the *Apprenticeship and Industry Training Act*. The Board provides advice to the Minister of Advanced Education on the training and certification of people in designated trades and occupations and on the needs of the Alberta labour market for skilled and trained persons. The Board also makes orders and regulations respecting standards and requirements for apprenticeship programs and the training of apprentices and for training and certification in designated trades and occupations, and the criteria or requirements for granting and recognizing trade and other certificates.

The 13-member Board consists of a chair, eight members representing trades and four members representing other industries. Employer and employee representatives equally represent the trades and other industry members.

Safety Education

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy, safe attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply the Occupational Health and Safety Act and Regulations dealing with personal safety and the special safety rules applying to each task.

Legal and Administrative Aspects of Safety

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities

The employer is responsible for:

- providing and maintaining safety equipment and protective devices.
- ensuring proper safe work clothing is worn.
- enforcing safe working procedures.
- providing safeguards for machinery, equipment and tools.
- observing all accident prevention regulations.
- training employees in the safe use and operation of equipment.

A. Employee's Responsibilities

The employee is responsible for:

- working in accordance with the safety regulations pertaining to the job environment.
- working in such a way as not to endanger themselves or fellow employees.

B. Occupational Health and Safety's Responsibilities:

Occupational Health and Safety (Alberta Human Resources and Employment) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

Technical Training Establishment

Alberta Advanced Education, Apprenticeship and Industry Training offer your apprenticeship training program. Staff and facilities for delivering the program are supplied by:

- Delmar College of Hair Design Ltd. - Calgary
- Marvel Trade and Business College - Edmonton

**Procedures For Recommending
Revisions To The Course Outline**

Apprenticeship and Industry Training, Industry Programs and Standards has prepared this course outline in partnership with the Trade Name Provincial Apprenticeship Committee.

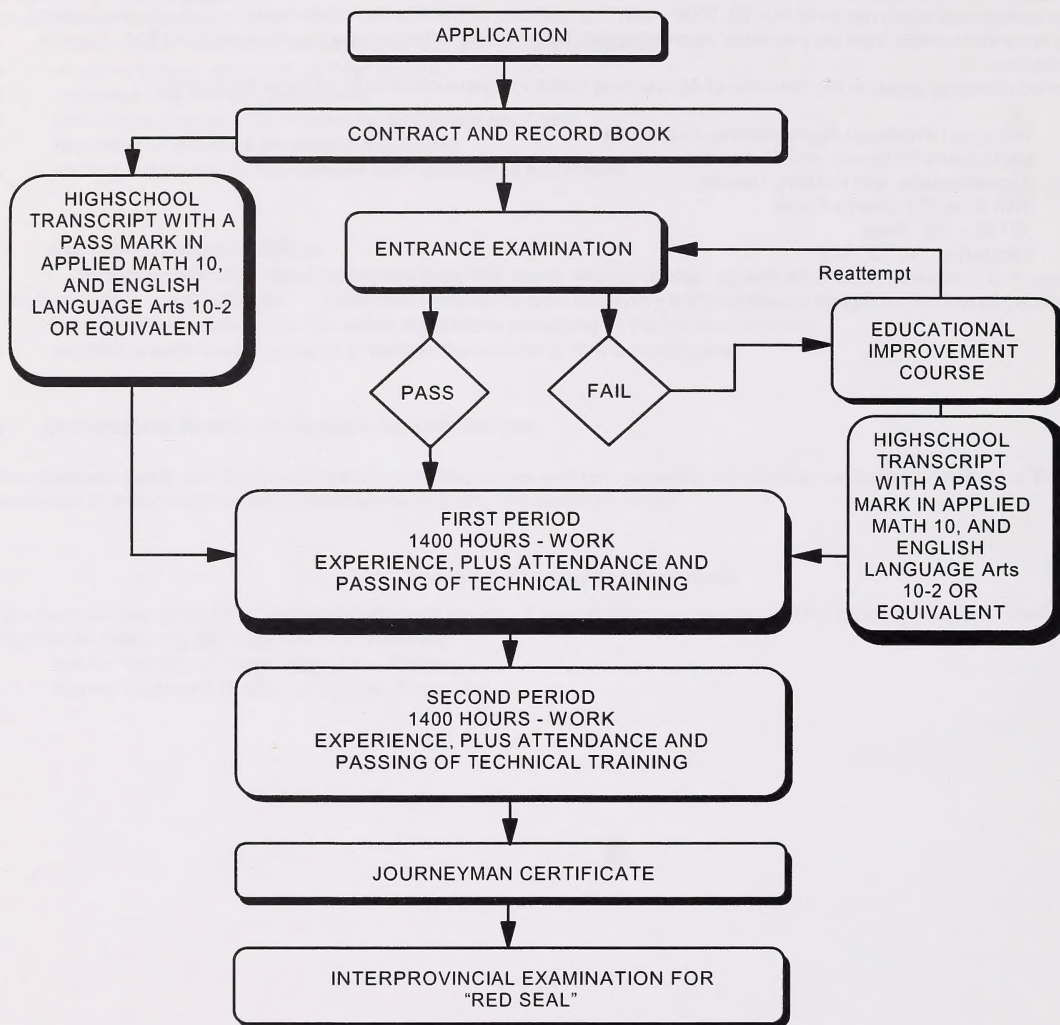
This course outline was approved on March 20, 2006 under the authority of the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. Valuable input is acknowledged from industry and the institutions.

Any concerned citizen or group in the Province of Alberta may make recommendations for change by writing to:

Hairstylist Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
10th floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations received will be placed before regular meetings of the Provincial Apprenticeship Committee.

Apprenticeship Route toward Certification



Trade Name Training Profile

FIRST PERIOD (10 Weeks 35 Hours per Week – Total of 350 Hours)

SECTION ONE

SAFETY
2 Hours



A

General Safety
1 Hour

B

WHIMIS
1 Hour

SECTION TWO

PERSONAL AND PROFESSIONAL
8 Hours



A

Provincial Regulations
1 Hour

B

Ethics
3 Hours

C

Hygiene and Infection control
4 Hours

SECTION THREE

FACILITY AND EQUIPMENT
3 Hours



A

Salon Equipment and Stylist Tools
3 Hours

SECTION FOUR

SALON BUSINESS AND PROFESSIONAL DEVELOPMENT
18 Hours



A

Salon Staffing and Management
4 Hours

B

Marketing and Client Building
7 Hours

C

Communication
7 Hours

SECTION FIVE

THEORY OF HAIR
15 Hours



A

Composition of Hair
12 Hours

B

Hair and Scalp Disorders
3 Hours

SECTION SIX

DRAPING, SHAMPOO AND FINISHING DEVELOPMENT
5 Hours



A

Purpose of Draping
1 Hour

B

Shampoos and Rinses
2 Hours

C

Methods of Shampooing
2 Hours

SECTION SEVEN

HAIR AND DAMAGE AND TREATMENTS
3 Hours



A

Chemical and Thermal Damage
1 Hour

B

Hair Treatments
2 Hours

SECTION EIGHT

SCALP MASSAGE AND TREATMENT
7 Hours



A

Scalp Diseases and Disorders
2 Hours

B

Scalp Treatments and Techniques
5 Hours

SECTION NINE

BASIC PERMANENT (CHEMICAL TEXTURIZING) WAVING
74 Hours



A

Permanent Waving Theory
18 Hours

B

Tools
1 Hour

C

Wrapping Patterns and Techniques
40 Hours

D

Pre-perm Analysis
2 Hours

E

Service Procedures
12 Hours

F

Aftercare and Client Records
1 Hour

SECTION TEN**CHEMICAL HAIR RELAXING
AND CURL REFORMING**

10 Hours

**A**

Hair Relaxers

3 Hours

BProcedures Involved in Hair
Relaxing

7 Hours

SECTION ELEVEN**HAIR COLORING**

84 Hours

**A**

Color Theory

47 Hours

B

Pre Color Analysis

4 Hours

CColor Categories and
Effects

5 Hours

DBasic Color applications and
procedures

10 Hours

EColoring Tools and
Equipment

2 Hours

FColor Formulations and
Mixing

15 Hours

G

Aftercare and Client Records

1 Hour

SECTION TWELVE**HAIRCUTTING**

74 Hours

**A**

Client Consultation

4 Hours

B

Haircutting Tools

4 Hours

C

Types of Haircuts

16 Hours

D

Haircuts

50 Hours

SECTION THIRTEEN**MOUSTACHE AND BEARD**

7 Hours

**A**Types of Moustaches and
Beards

2 Hours

B

Cutting Procedures

5 Hours

SECTION FOURTEEN**WET TO DRY STYLING**

40 Hours

**A**

Designing Hairstyles

5 Hours

BEquipment and Tools Used
In Hairstyling

1 Hours

CStyling Methods and
Procedures

30 Hours

D

Finishing Techniques

4 Hours

SECOND PERIOD
(10 Weeks 35 Hours per Week – Total of 350 Hours)

SECTION ONE

| | | |
|-------------------------|---|---|
| UPDOS 7 Hours | ⇒ | A Updo Techniques and Procedures 7 Hours |
|-------------------------|---|---|

SECTION TWO

| | | | | |
|---|---|--|---|---|
| ANATOMY AND PHYSIOLOGY 21 Hours | ⇒ | A Skeletal System 4 Hours | B Muscular System 4 Hours | C Circulatory System 4 Hours |
| | | D Nervous System 4 Hours | E Skin Structure and Disorders 5 Hours | |

SECTION THREE

| | | | |
|---|---|---|---|
| ADVANCED PERMANENT (CHEMICAL TEXTURIZING) WAVING 80 Hours | ⇒ | A Advanced Perming Techniques 50 Hours | B Long Hair Wraps 30 Hours |
|---|---|---|---|

SECTION FOUR

| | | | |
|---|---|--|---|
| ADVANCED CHEMICAL HAIR RELAXING AND CURL REFORMING 10 Hours | ⇒ | A Advanced Methods of Hair Relaxing 6 Hours | B Customizing Hair relaxing Procedures 4 Hours |
|---|---|--|---|

SECTION FIVE

| | | | | |
|--|---|--|---|--|
| ADVANCED HAIR COLORING AND PRE-LIGHTING (BLEACHING) 87 Hours | ⇒ | A Hair Coloring 22 Hours | B Pre-Lightening 25 Hours | C Mature Hair Coverage (GRAY) 5 Hours |
| | | D Advanced Coloring Techniques 20 Hours | E Corrective Coloring 15 Hours | |

SECTION SIX

| | | | |
|--|---|--|--|
| ADVANCED WET TO DRY STYLING 50 Hours | ⇒ | A Styling Techniques 30 Hours | B Finishing Techniques, Tools and Styling Products 20 Hours |
|--|---|--|--|

SECTION SEVEN

| | | | |
|---|---|--|--|
| ADVANCED HAIRCUTTING 72 Hours | ⇒ | A Haircutting Techniques 60 Hours | B Finishing and Personalizing Haircuts 12 Hours |
|---|---|--|--|

SECTION EIGHT

| | | |
|---|---|---|
| WIGS, HAIRPIECES AND HAIR ADDITIONS 5 Hours | ⇒ | A Types, Customizing and Maintenance 5 Hours |
|---|---|---|

SECTION NINE

| | | | |
|-----------------------------------|---|--|---|
| FACIAL SERVICES 7 Hours | ⇒ | A Facial Hair Removal 2 Hours | B Makeup Application 5 Hours |
| | | | |

SECTION TEN**MEN'S HAIRCUTTING**

11 Hours

**A****Tapered Haircuts**

9 Hours

B**Finishing and Personalizing**

1 Hour

C**Trimming and Shaping
Moustaches and Beards**

1 Hour

SECTION ELEVEN**WORKPLACE COACHING
SKILLS AND ADVISORY
NETWORK**

0 Hours

**A****Coaching Skills**

0 Hours

B**Industry Network**

0 Hours

NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

**FIRST PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the Training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:..... SAFETY 2 HOURS

A. SAFETY 1 Hour

Outcome: *On completion the apprentice will be able to describe safe work practices and personal and public protection.*

1. Explain responsibilities of the employee, employer, and government.
2. Describe General Safeties and Accident Prevention.
3. Describe Environmental Protections and Material Handling.
4. Describe Personal Protective Equipment and Practices used In Salon applications.
5. List simple safety and first aid applications for minor burns, cuts, choking, eye injury and fainting procedures.

B. WHMIS 1 Hour

Outcome: *On completion the apprentice will be able to apply the requirements of WHMIS to the salon.*

1. Describe the three key elements of WHMIS.
2. Identify WHMIS hazard symbols.
3. Interpret the Material Safety Data Sheet (MSDS).

SECTION TWO:..... PERSONAL AND PROFESSIONAL 8 HOURS

A. Provincial Regulations..... 1 Hour

Outcome: *On completion the apprentice will be familiar with the Provincial Regulations.*

1. Define the impact of all Provincial Regulations pertaining to each Department and the fundamental purpose of each department.
2. Outline the need for insurance coverage of various policies including implications resulting from lack of insurance coverage.
3. Describe the location or placement of a chemical storage area and the proper storage of chemicals.

B. Ethics 3 Hours

Outcome: *On completion the apprentice will understand and be able to describe and demonstrate the professional ethics for salon success.*

1. Outline the rules of professional ethics and how they relate to an individuals professional success.
2. Describe and demonstrate Professional ethics.
3. Describe and demonstrate Personal ethics.

C. Hygiene and Infection Control 4 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the infection control procedures and hygiene that apply in a salon.*

1. Identify the types and describe the process used in the different levels of infection control.
2. Describe the importance of cleaning all equipment and work facilities for clients and staff.
3. Describe and demonstrate personal and public hygiene procedures used in preventing the spreading of contagious or communicable diseases.

SECTION THREE: FACILITY AND EQUIPMENT..... 3 HOURS**A. Salon Equipment and Stylist Tools 3 Hours**

Outcome: *On completion the apprentice will know how to use and care for tools and equipment and understand terminology associated with tools and equipment in a salon.*

1. Define the terms used in electricity in a salon.
2. Describe and demonstrate the safety measures to be followed in the use and maintenance of all electrical equipment.
3. Identify and describe the care and use of all current tools used in hairstyling.
4. List and identify the different types of equipment in the operation of a salon.
5. Describe the purpose and care of capes, smocks and other protective wear.

SECTION FOUR: SALON BUSINESS AND PROFESSIONAL DEVELOPMENT 18 HOURS**A. Salon Staffing and Management..... 4 Hours**

Outcome: *On completion the apprentice will be able to perform responsibilities required to successfully manage/own a salon.*

1. Describe and demonstrate the duties of the receptionist.
2. Describe and demonstrate the proper business mathematic and record procedures.
3. Participate in a simple bookkeeping system.
4. Describe and demonstrate salesmanship (add on service and retail), inventory (ordering and taking of stock), and displaying.
5. Describe the fundamentals of salon ownership.

B. Marketing and Client Building..... 7 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the skills involved in marketing and client building.*

1. Describe the importance of services, retail sales and client building.
2. Identify the types of educational enhancements and trade publications available.
3. List and describe the areas of specialization available to a hairstylist.
4. Describe why the hair and beauty business is a people and a service business.

C. Communication 7 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the skills required to communicate in the hairstyling industry.*

1. Identify and explain all elements of verbal and non-verbal communication.
2. Describe professional conversation and topics to avoid.
3. Define rapport and how it is used to improve relations with others.
4. List and identify the factors that influence good human relations in the workplace.
5. Describe how to identify personality patterns and personality type indicators.
6. Describe and demonstrate the procedures in greeting a client.

SECTION FIVE: THEORY OF HAIR 15 HOURS**A. Composition of Hair 12 Hours**

Outcome: *On completion the apprentice will be able describe the composition of hair.*

1. Identify and describe the various structures of the hair including the bulb, follicle, papilla and related structures.
2. Describe the organic composition of hair.
3. Describe the layers and growth cycles of the hair.
4. Describe diameter/texture of hair and the three main types.
5. Describe the strength and life, of hair and its physical characteristics.
6. List and identify the types of cross bonds and the importance of hydrogen.
7. Describe the reaction of the hair to chemical change.
8. Describe the term "general health" and identify the main requirements linked to healthy hair.

B. Hair and Scalp Disorders 3 Hours

Outcome: *On completion the apprentice will be able to describe and recognize hair and scalp disorders.*

1. List and describe the types of hair disorders.
2. List and describe the types of scalp disorders.

SECTION SIX: DRAPING, SHAMPOOING AND FINISHING RINSES 5 HOURS**A. Purpose of Draping 1 Hour**

Outcome: *On completion the apprentice will be able to describe and demonstrate the proper procedure for draping clients.*

1. Describe and demonstrate the proper draping techniques for all types of services.

B. Shampoos and Rinses 2 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the different types of shampoos and rinses.*

1. List the different types of shampoos and describe their purpose in cleansing the hair.
2. Describe the correct shampoo procedures.
3. List and identify the ingredients in shampoos.

4. Describe the purpose of surfactant agents in shampoos.
5. List the different types of finishing rinses and describe their purpose.

C. Methods of Shampooing 2 Hours

Outcome: *On completion the apprentice will be able describe and demonstrate the cleansing and rinsing procedures required to give shampoos.*

1. Describe the purpose of scalp manipulations.
2. Demonstrate how to brush hair as a preliminary procedure.
3. Describe and demonstrate the correct procedures in performing a proper shampoo and finishing rinse.

SECTION SEVEN: HAIR DAMAGE AND TREATMENT 3 HOURS

A. Chemical and Thermal Damage 1 Hour

Outcome: *On completion the apprentice will be able to recognize chemical and thermal damage and, identify and recommend products used to correct the problems.*

1. Describe the difference between chemical and thermal damage and identify the different ways to recognize each type.
2. Describe preventive measures for chemical and thermal damage.
3. Describe the damage resulting from chemicals and thermal tools.

B. Hair Treatments 2 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the use of various types of hair treatments.*

1. Describe and demonstrate the proper formulations and method to correct hair problems.
2. Describe the different types of conditioners and their effects on hair.
3. Describe and demonstrate the application procedures for the different types of conditioners.

SECTION EIGHT:SCALP TREATMENT AND MASSAGE..... 7 HOURS

A. Scalp Diseases and Disorders 2 Hours

Outcome: *On completion the apprentice will be able to describe and identify scalp diseases and disorders.*

1. Describe and identify scalp diseases and disorders.

B. Scalp Treatments and Techniques 5 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the ability to recognize and treat scalp conditions, and demonstrate the appropriate brushing and massaging techniques.*

1. Describe and demonstrate the purpose and steps involved in giving scalp treatments.
2. Describe the purpose and proper procedure in analyzing scalp conditions.
3. Describe and demonstrate brushing of hair and application of cream.
4. Describe and demonstrate scalp manipulations.

SECTION NINE:..... BASIC PERMANENT WAVING (CHEMICAL TEXTURIZING) 74 HOURS**A. Permanent Waving Theory 18 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate the physical and chemical phases of perming.*

1. History of perming.
2. Describe and demonstrate the physical phase of perming.
3. Describe and demonstrate the chemical phase of perming.
4. Describe the categories of perm solutions and demonstrate the use of each.

B. Tools 1 Hour

Outcome: *On completion the apprentice will be able to describe and demonstrate the use of the tools used in permanent waving.*

1. Describe and demonstrate the use of various perm tools.

C. Wrapping Patterns and Techniques 40 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate wrapping patterns and techniques.*

1. Describe and demonstrate the wrapping patterns and techniques in perming.

D. Pre-Perm Analysis 2 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate a pre-perm analysis.*

1. Describe and demonstrate the procedures in completing a consultation and pre-perm analysis.
2. Describe and demonstrate the use of client release forms.

E. Service Procedures..... 12 Hours

Outcome *On completion the apprentice will be able to describe and demonstrate service procedures.*

1. Describe and demonstrate the service procedures associated with perming.

F. Aftercare and Client Records..... 1 Hour

Outcome: *On completion the apprentice will be able to describe and demonstrate the skills of keeping client records and recommending aftercare of perms.*

1. Describe and demonstrate the use of client records.
2. Demonstrate the ability to recommend home maintenance products.

SECTION TEN:.....CHEMICAL HAIR RELAXING AND CURL REFORMING..... 10 HOURS**A. Hair Relaxers 3 Hours**

Outcome: *On completion the apprentice will be able to describe and identify the different types of hair relaxers and describe the effects of hair relaxers.*

1. Describe and identify the different types of relaxers and their uses.
2. Describe and demonstrate the use of different hair relaxers.

3. Describe and identify the effects of hair relaxers.

B. Procedures involved in Hair Relaxing 7 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the procedures involved in hair relaxing and curl reforming.*

1. Describe and demonstrate the procedures involved in hair relaxing.
2. Describe and demonstrate the procedures involved in curl reforming.

SECTION ELEVEN: HAIR COLORING 84 HOURS

A. Color Theory 47 Hours

Outcome: *On completion the apprentice will be able to describe and apply color theory.*

1. Describe and apply the law of color as it applies to the hairstylist trade.

B. Pre-Color Analysis 4 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate a pre-color analysis.*

1. Describe and demonstrate the procedure to conduct a consultation and a pre-color analysis.

C. Color Categories and Effects 5 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the categories of color and effects on hair.*

1. Describe and identify existing hair color.
2. Describe and identify the categories of hair color.
3. Describe and demonstrate the effects of color on hair.

D. Basic Color Applications and Procedures 10 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the basic color application techniques and procedures.*

1. Describe and demonstrate the basic color application techniques and procedures.

E. Coloring Tools and Equipment 2 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the use of coloring tools and equipment.*

1. Describe and demonstrate the use of coloring tools and equipment.

F. Color Formulations and Mixing 15 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the basic color formulations and mixing.*

1. Describe and demonstrate the basic color formulations and mixing.

G. Aftercare and Client Records..... 1 Hour

Outcome: *On completion the apprentice will be able to describe and demonstrate the skills of keeping client records and recommending aftercare of color services.*

1. Describe and demonstrate the use of client records.
2. Demonstrate the ability to recommend home maintenance products.

SECTION TWELVE: MEN AND WOMEN HAIRCUTTING 74 HOURS**A. Client Consultation 4 Hours**

Outcome: *On completion the apprentice will be able to describe and analyze client needs to perform haircutting services.*

1. Describe and analyze client needs to perform haircutting services.

B. Haircutting Tools..... 4 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the tools and techniques used for haircutting services.*

1. Describe and demonstrate the use of tools used for haircutting services.
2. Describe and demonstrate the techniques used in haircutting services.
3. Describe and demonstrate the maintenance of tools used for haircutting services.

C. Types and Characteristics of Haircuts 16 Hours

Outcome: *On completion the apprentice will be able to describe and identify the basic types of haircuts.*

1. Describe and identify the basic types of haircuts.
2. Describe and identify the characteristics of haircuts.

D. Haircuts 50 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate haircutting skills.*

1. Describe and demonstrate the haircutting skills to perform a service.

SECTION THIRTEEN:MUSTACHE AND BEARD 7 HOURS**A. Types of Mustaches and Beards 2 Hours**

Outcome: *On completion the apprentice will be able to describe the different types of mustaches and beards.*

1. Describe and identify the different types of mustaches and beards.
2. Describe and identify the different designs for client suitability.

B. Cutting Procedures 5 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the cutting procedures for mustaches and beards.*

1. Describe and demonstrate the cutting procedures for mustaches and beards.

SECTION FOURTEEN:.....WET TO DRY STYLING..... 40 HOURS**A. Designing Hairstyles..... 5 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate the process for designing hairstyles.*

1. Describe and demonstrate the process for designing hairstyles.

B. Equipment and Tools used in Hairstyling..... 1 Hour

Outcome: *On completion the apprentice will be able to describe and demonstrate the use of equipment and tools used for styling.*

1. Describe and demonstrate the use of equipment and tools used in hairstyling.
2. Describe and demonstrate the care of equipment and tools used in hairstyling.

C. Styling Methods and Procedures 30 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the methods and procedures for styling.*

1. Describe and demonstrate the methods and procedures for styling hair.

D. Finishing Techniques 4 Hours

Outcome *On completion the apprentice will be able to describe and demonstrate finishing techniques.*

1. Describe and demonstrate finishing techniques in styling hair.

**SECOND PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

**UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE
FOLLOWING OUTCOMES AND OBJECTIVES.**

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the Training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:.....UPDOS..... 7 HOURS

A. Updo Techniques and Procedures 7 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate updo techniques and procedures.*

1. Describe and identify updo techniques.
2. Describe and demonstrate updo procedures.
3. Describe and demonstrate the accessorizing of updos.

SECTION TWO:..... ANATOMY AND PHYSIOLOGY 21 HOURS

A. Skeletal System..... 4 Hours

Outcome: *On completion the apprentice will be able to describe and identify the skeletal system.*

1. Describe and identify the skeletal system and the bones that are of primary concern to a hairstylist.

B. Muscular System..... 4 Hours

Outcome: *On completion the apprentice will be able to describe and identify the muscular system.*

1. Describe and identify the muscular system and the muscles of primary concern to a hairstylist.

C. Circulatory System 4 Hours

Outcome: *On completion the apprentice will be able to describe and identify the circulatory system.*

1. Describe and identify the circulatory system and identify the various arteries and veins that supply blood to the head, face and neck.

D. Nervous System 4 Hours

Outcome: *On completion the apprentice will be able describe and identify the nervous system.*

1. Describe and identify the nervous system and identify the nerves that are of primary concern to a hairstylist.

E. Skin Structure and Disorders..... 5 Hours

Outcome: *On completion the apprentice will be able to describe and identify the skin structure and disorders.*

- 1 Describe and identify the composition and functions of the main divisions of the skin and the structures.
- 2 Describe and identify the contagious and non-contagious disorders of the skin.

SECTION THREE:ADVANCED PERMANENT WAVING (CHEMICAL TEXTURIZING)..... 80 HOURS**A. Advanced Perming Techniques 50 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced perming techniques.*

1. Describe and demonstrate advanced perming techniques.
2. Describe and demonstrate the procedures for achieving desired results in perming.
3. Describe and demonstrate the procedures for solving perming problems.

B. Long Hair Wraps 30 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the wraps used for long hair.*

1. Describe and demonstrate the wraps used for long hair.
2. Describe and demonstrate the use of specialty tools used in perming.

SECTION FOUR:ADVANCED CHEMICAL RELAXING AND CURL REFORMING 10 HOURS**A. Advanced Methods of Hair Relaxing 6 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced methods of hair relaxing.*

1. Describe and demonstrate chemical relaxing and curl reforming.
2. Identify possible relaxing problems and solutions.
3. Demonstrate the techniques and procedures for soft curl permanent waving, curl diffusion, and relaxing permanent wave curl.

B. Customizing Hair Relaxing Procedures 4 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the customizing of hair relaxing procedures.*

1. Describe partial relaxing, its purpose and how to determine the correct product to use.
2. Describe the methods required to partially relax the hair.
3. Demonstrate partial relaxing and reforming procedures.
4. Identify and describe appropriate after care products for each type of relaxing service.

SECTION FIVE: ADVANCED HAIR COLORING AND PRE-LIGHTENING (BLEACHING)..... 87 HOURS**A. Hair Coloring 22 Hours**

Outcome: *On completion the apprentice will be able to apply basic color theory towards skills in advanced hair coloring.*

1. Describe and demonstrate the selection and formulation of color products.
2. Describe tone, level and intensity of hair colour and explain the purpose and use of colour concentrates, intensifiers and drabbers.
3. Identify possible hair colouring and bleaching problems and solutions.

B. Pre-Lightening 25 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate pre-lightening of hair.*

1. Describe and demonstrate the pre-lightening of hair.
2. Identify the categories of hair pre-lighteners and explain their purpose.
3. List and identify the stages (degrees) of lightening (decolourizing) hair colour.
4. Describe the formulation, application and processing of the various decolourizing, and recolourizing products according to manufacturers' directions.

C. Mature Hair Coverage (Gray) 5 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the formulations for mature hair coverage.*

1. Describe and demonstrate the formulations for mature hair coverage.

D. Advanced Coloring Techniques 20 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced coloring techniques.*

1. Demonstrate the ten stages (degrees) of decolourizing hair.
2. Demonstrate cap and foil methods of highlighting and low lighting techniques for partial and full head applications including retouch (new growth) procedures.
3. Describe and demonstrate special effects and dimensional coloring techniques.

E. Corrective Coloring 15 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate corrective coloring.*

1. Demonstrate the methods required for corrective colouring.
2. Demonstrate an ability to prescribe home maintenance products.

SECTION SIX: ADVANCED WET TO DRY STYLING 50 HOURS**A. Styling Techniques 30 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced styling techniques.*

1. Identify the methods for designing a hairstyle to complement the client's individual characteristics.

B. Finishing Techniques, Tools and Products 20 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced finishing techniques, tools and products.*

1. Describe and demonstrate advanced finishing techniques.
2. Describe and demonstrate the use of styling products.
3. Describe and demonstrate the use of specialty tools.

SECTION SEVEN: ADVANCED HAIRCUTTING 72 HOURS**A. Haircutting Techniques 60 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate advanced haircutting techniques.*

1. Describe and demonstrate cutting curly/kinky hair.
2. Describe and demonstrate razor and shear cutting.
3. Describe and demonstrate texturizing.
4. Describe and demonstrate current fashion trends.

B. Finishing and Personalizing Haircuts 12 Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate skills in finishing and personalizing haircuts.*

1. Describe and demonstrate finishing and personalizing haircuts.

SECTION EIGHT: WIGS, HAIRPIECES AND HAIR ADDITIONS 5 HOURS**A. Types, customizing and Maintenance 5 Hours**

Outcome: *On completion the apprentice will be able to describe and identify the types, customizing and maintenance of wigs, hairpieces and hair additions.*

1. Describe and identify the use of different types of wigs, hairpieces and hair additions.
2. Describe the customizing of wigs, hairpieces and hair additions.
3. Describe the procedures to clean wigs and hairpieces.
4. Describe the care, fitting, colouring, and perming of human and synthetic wigs and hairpieces.
5. Identify safety precautions and sanitation procedures for wig or hairpiece services.

SECTION NINE:.....FACIAL SERVICES 7 HOURS**A. Facial Hair Removal 2 Hours**

Outcome: *On completion the apprentice will be able to describe and identify methods of facial hair removal.*

1. Describe and identify the methods for the temporary removal of facial hair.
2. Describe and identify the safety and sanitation procedures involved in facial hair removal.

B. Makeup Application 5.Hours

Outcome: *On completion the apprentice will be able to describe and demonstrate the application of makeup.*

1. Describe and demonstrate the factors involved in a facial make-up consultation.
2. Describe and demonstrate the correct application procedure for facial makeup.
3. Describe and demonstrate the ability to analyze facial contours and shapes to apply facial makeup.
4. Describe and demonstrate the safety and sanitation procedures involved in makeup applications.

SECTION TEN: MEN'S HAIRCUTTING..... 11 HOURS**A. Haircuts..... 9 Hours**

Outcome: *On completion the apprentice will be able to describe and demonstrate the variations in men's haircuts.*

1. Describe and demonstrate tapered haircuts.
2. Describe and demonstrate advanced techniques of men's haircutting.

B. Finishing and Personalizing..... 1 Hour

Outcome: *On completion the apprentice will be able to describe and demonstrate finishing and personalizing of men's haircuts.*

1. Describe and demonstrate current fashion trends.
2. Describe and demonstrate finishing and personalizing men's haircuts.

C. Trimming and Shaping Mustaches and Beards 1 Hour

Outcome: *On completion the apprentice will be able to describe the creativity in the designing and shaping of mustaches and beards.*

1. Describe the equipment and correct procedures to trim moustaches and beards.
2. Describe the correct shaving procedures.
3. Describe the safety procedures to follow when colouring moustache and beard.
4. Describe the correct procedures to shape and style a moustache with colour or non-colour wax.

SECTION ELEVEN:.....WORKPLACE COACHING SKILLS & ADVISORY NETWORK..... 0 HOURS

A. Coaching Skills 0 Hours

Outcome: *On completion the apprentice will be able to describe workplace coaching and mentoring.*

1. Describe the coaching skills used for training apprentices.

B. Industry Network..... 0 Hours

Outcome: *On completion the apprentice will be able to describe the Industry Network and it's function.*

1. Describe and explain the role and the purpose of the advisory network and Provincial Apprenticeship Committee.



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